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2 September 1953

MEMORANDUM OF UNDERSTANDING:

Meeting with [] this date, []
[] obtained clarification on a number of items as recorded
below.

Revised T/O for TR(S)

Changes to the planned revision of the T/O as recommended by
[] can be generally accommodated within the
TR(S) ceiling tentatively established at [] This ceiling was
broken down as [] but in re-preparing
the data we should increase [] to anticipate transfer of
Phase III, with a corresponding decrease in headquarters.

Case history development will be done by instructors, probably
between teaching assignments, and generally under the direction of
[] Chief, Training Development Staff. Thus, slots exclusively
for case history development will not be necessary.

Filling of TR(S) Slots

Approval to fill TR(S) slots will be made by []
[] will serve in a liaison capacity between TR(S) personnel and
Support Staff, and others, in administrative matters incident thereto.

Regarding new personnel, approval was given to slot and to promote
[] will be interviewed by []
early next week.

Staff Inter-relationships and Responsibilities

For the time being, [] will be primarily concerned with
the direct development of the CE and OS courses. [] is
primarily concerned with the content of the Basic Training Program;
[] (and others) are concerned with the conduct of the
training course or courses for which they are responsible.

Meanwhile, the Plans and Programs Staff will do, or arrange to
have done, such matters as would otherwise fall to the Chief, TDS, and
Chief, Basic Training Division. Normal administrative responsibility
for items such as scheduling of Basic courses will be performed by the
P&P Staff.

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25X1 As earlier mentioned, [] will serve as a senior staff adviser and supervisor on development of case histories for use in instruction.

25X1 [] will serve as senior staff adviser on the TR(S) aspects of evaluation; [] will serve as senior staff adviser on the pedagogical aspect of instruction. All senior personnel will be expected to serve as supervisors of instruction.

Career Development Planning

25X1 The element of career development of primary concern is rotation for TR(S) employees. All files of personnel with 25 months or more of service in TR(S) have been made available for release by []

25X1 [] No papers of release or narrative evaluations are to accompany any file until required by the office interested in picking up the TR(S) employee to be rotated.

Even though the Office of Training has probably done more than any other office in planning a career program, up to now efforts have been spent chiefly on promotion matters, to the exclusion of other career development actions aimed at improving the growth potential of the individual TR(S) employee and developing his skill in human relations. Planning for the internal development (within TR(S)) of individuals is a problem which needs to be treated more completely when other compelling things have been taken care of.

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